

FAUQUIER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
THIRD FLOOR - COURT AND OFFICE BUILDING
40 CULPEPER STREET
WARRENTON, VIRGINIA 20186
(540) 347-8660
FAX (540) 341-3444

PLANNING
(540) 347-8703

COUNTY ENGINEER
COUNTY SOIL SCIENTIST
(540) 347-8660

Zoning Administration
(540) 347-8789

BUILDING
AND ZONING PERMITS
(540) 347-8646
(540) 347-8647

COMMERCIAL/INDUSTRIAL BUILDING
PERMIT APPLICATION REQUIREMENTS

The following information must be submitted with the Permit Application. **NOTE:** Incomplete applications will delay the issuance of your permit therefore please make sure it is filled out in its entirety.

1. WATER & SEWER

A. Public water/sewer - Permits(s) from the following appropriate agency:

* Fauquier County Health Department	(540)-347-6363
* Marshall Waterworks	(540)-364-1717
* Town of Warrenton Public Utilities Department	(540)-347-6574
* Fauquier County Water & Sanitation Authority	(540)-349-2092
* Town of Remington Public Utilities Department	(540)-439-3220

B. Private water/sewer - Permit(s) from the Fauquier County Health Department.

2. SITE PLAN/ZONING PERMIT

A. Site plan showing to scale the size and location of all proposed new construction and all existing buildings on the site, distances from lot lines, established street grades, proposed finished grades and elevation of lowest floor of the building.

B. Approved Zoning Permit (For further Zoning information, call (540)-347-8674).

3. PLANS AND SPECIFICATIONS

A. Two copies of plans and specifications drawn to scale, with sufficient clarity and dimensional detail to show the nature and character of the work to be performed. Such plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared or, if exempt under the provisions of state law, shall include the name, address, occupation and phone numbers of the person who prepared them. (**NOTE:** The Building Official may require that plans be sealed even if exempt under State Law (Section 54.37.1, Code of Virginia.)

B. Fair Housing & American Disability Acts: Effective February 1, 1992, plans and specifications submitted for building projects subject to either the Fair Housing or American with Disabilities Act shall be incorporated with design details showing compliance with said act.

C. Soil Analysis Requirements: All application for permits for the construction of new buildings or structures, and for alteration of permanent structures which require changes in foundation loads and distribution shall be accompanied by a statement describing the soil in the ultimate bearing strata, including sufficient records and

data to establish its character, nature and load bearing capacity. Such records may be required to be certified by a licensed professional engineer or a licensed architect.

- D. Adequate details and specifications of structural work must be provided including computations, stress diagrams and other essential technical data.
- E. Adequate details and specifications of the mechanical, electrical and plumbing systems must be provided.

(Continued on 2nd page)

- F. Plans for buildings more than two (2) stories in height shall indicate where floor penetrations will be made for pipes, wires, conduits, etc. The plans shall show the material and methods of protecting such openings so as to maintain the structural integrity, fire-resistance ratings, and firestopping/smoke stopping affected by such penetrations. **NOTE:** The cover sheet of the plans shall include the following:

- Project name and address
- Owner's name and address
- Use group and type construction
- Occupancy load(s)
- Foundation design loads

NOTE: The Health Department may require additional plans and specifications for construction or remodeling involving food service or related activities. For further information contact the Health Department at (540)-347-6363.

4. ASBESTOS CERTIFICATION REQUIREMENTS

An application for a permit for renovation or demolition of a building shall be accompanied by a statement from the owner or owner's permit agent certifying the subject building has been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to §54.1-503 of the code of Virginia and that no asbestos - containing materials were found or that asbestos materials were found and that any necessary response actions will be undertaken in accordance with the requirements of the clean air national emission standard for the hazardous air pollutant (NOSHES) (40 CFR 61, Subpart M), and the asbestos worker protection requirements established by the U.S. Occupational Safety and Health Administration for Construction Workers (29 CFR 1926.58). **NOTE:** Asbestos Certification forms are available in the Building Inspection Office.

5. CONTRACTOR INFORMATION REQUIREMENTS

- Building Contractors name, address, telephone number and State of Virginia Class A, B or C Contractor's License number shall be provided to the Department of Building Inspection at the time the permit application is submitted.
- Electrical, Mechanical & Plumbing Contractors name, address, telephone number, State of Virginia Class A, B or C Contractor's License and Tradesman Certification License shall be provided at the time the permit application is submitted. **NOTE:** When a combination permit is applied for by a Building Contractor or Property Owner, the Electrical, Mechanical & Plumbing Contractor information may and shall be provided prior to a concealment or close-in inspection.

NOTE 1: The Property Owner or Owner's permit agent is responsible for notifying the Department in writing when there is a change in Contractor(s) and shall provide all required new Contractor(s) information.

NOTE 2: Contractor's who engage or offer to engage in, for the general public, for compensation, Electrical, Mechanical or Plumbing work are required to hold Master Tradesman Certification Licensure with the State of Virginia. Proof of Master Tradesman Certification Licensure shall be provided.

6. FAUQUIER COUNTY CONTRACTOR BUSINESS LICENSURE REQUIREMENTS

Contractors with business establishments located outside the boundaries of Fauquier County, that have annual gross receipts exceeding \$25,000 for work in Fauquier County, are required to possess a Fauquier County Business License issued by the Fauquier County Commissioner of Revenue.

Contractors with business establishments located within the boundaries of Fauquier County, that have annual gross receipts exceeding \$25,000 for work either in or out of Fauquier County, are required to possess a Fauquier County Business License issued by the Fauquier County Commissioner of Revenue.

Proof of Contractor County Business Licensure, or proof of exemption from such licensure, **is required at the time the building permit application is submitted.**

7. APPLICATION PROCESSING TIME

Application processing time fluctuates according to building activity. Average processing time is 7 to 10 working days. Anyone wishing to make inquiries regarding the status of submitted applications might call the Building Inspections Department at (540)-347-8646/8647 between 8:00 A.M. and 4:30 P.M.

(Rev. 2-15-00)